



Congresswoman Tammy Baldwin

Representing Wisconsin's Second Congressional District

Business InfoPack

Federal International Trade Assistance

Contents of this InfoPack

- | | |
|--|--|
| <ul style="list-style-type: none">• Introduction: Federal Programs for International Traders, p.11. General Assistance Programs, pp.1-22. Export Financing, pp. 3-53. Industry-Specific Assistance, pp. 5-64. Agriculture and Export Financing, pp.7-9 | <ul style="list-style-type: none">5. Country-Specific Assistance, pp.9-106. Trade Contact and Market Research Programs, pp. 11-157. Trade Promotion Events, pp. 158. Special Market Access and Technical Assistance, pp.15-17 |
|--|--|

Internet Resources

- Congresswoman Tammy Baldwin: <http://www.house.gov/Baldwin>
- Federal Export Portal, <http://www.export.gov>
- U.S. Department of Commerce, <http://www.commerce.gov>
- U.S. Commercial Service, <http://www.usatrade.gov>
- Overseas Private Investment Corporation, <http://www.opic.gov/>
- Export-Import Bank, <http://www.exim.gov>

Other Related *InfoPacks* from Congresswoman Tammy Baldwin

- *Business InfoPack: Minority Business Contracting with the U.S. Government*
- *Business InfoPack: Applying for Small Disadvantaged Business (SDB) Certification*
- *Business InfoPack: Federal Assistance to Small Businesses*
- *Grants InfoPack: Identifying Federal Grant Opportunities*
- *Grants InfoPack: Applying for Federal Grants*
- *Grants InfoPack: Identifying Private Funding Sources*

Wisconsin District Office • 10 E. Doty St., Suite 405 • Madison, WI 53703 •

• (608) 258-9800 • Fax (608) 258-9808 •

Washington Office • 1022 Longworth House Office Building • Washington, D.C. 20515

Website: www.house.gov/Baldwin

Introduction

The offices and programs listed in this InfoPack offer assistance for internationally trading businesses. Run by the federal government, the services here include export counseling, market research publications, assistance in working with treaties and other trade regulations, and opportunities to gain access to foreign markets. This InfoPack is organized by type of program.

1. General Assistance Programs

The following programs are general resources for businesses interested in international trade. Many of these federal initiatives coordinate and provide information about a wide variety of more specific programs.

- **Trade Information Center**

The Trade Information Center (TIC) employs specialists in international trade who advise exporters on identifying the best government programs for their needs and otherwise guide businesses through the exporting process. The TIC also supplies counseling on trade standards, trade regulations, and common trading difficulties. In addition, it carries out market research, connects businesses with possible sources of public and private export financing, coordinates overseas and domestic trade events, and puts out several publications, including a guide to financing, a directory of national exports, and a guide to government export programs. To contact the TIC, call 1-800-USA-TRAD(E) (1-800-872-8723), visit <http://tradeinfo.doc.gov>, or e-mail tic@ita.doc.gov.

- **<http://www.export.gov>**

<http://www.export.gov> serves as the “export portal” for the federal government, bringing together extensive information about international trade within one easy-to-use website. The site can help potential and current exporters explore the possibilities of international business, search for trade partners, seek information on new markets, and address problems with trading. In addition, the site gives links to advocacy groups, trade events, statistics, tariff guidelines, tax policy, finance opportunities, and much more.

- **U.S. and Foreign Commercial Service**

This office promotes exporting activity by small and medium sized businesses. Employing over 1,800 trade experts, it operates 100 international trade centers abroad. For more information, visit www.usatrade.gov.

- **Export Assistance Center Network**

As “one-stop shops” for exporters, Export Assistance Centers provide small and medium sized businesses with hands-on marketing and trade finance support. Experts employed by the centers help to identify the best markets for client products, develop effective market entry strategies, help with pricing and distribution decisions, offer trade finance assistance, and so forth. The Centers also sponsor three special initiatives:

- ❖ **Rural Export Initiative**

This initiative helps companies in rural areas gain access to export assistance and global market research by facilitating their access to international trade services.

- ❖ **Global Diversity Initiative**

This initiative provides minority businesses with international trade information and industry connections.

- ❖ **Women in International Trade**

Similar to the Global Diversity Initiative, this program focuses on increasing women’s access to business expertise and networking opportunities.

For information on all Export Assistance Center programs, contact the Midwestern office:

Jack Nevell
International Trade Specialist
U.S. Export Assistance Center
Xerox Center
55 West Monroe Street
Suite 2440
Chicago, IL 60603

- **U.S.A Trade Office**

Located in Washington, D.C., this office supplies general export counseling, country-specific information, market research, online resources, and a trade reference assistance center. To access this information, visit the website at www.usatrade.gov.

- **District Export Councils**

Closely affiliated with the Export Assistance Center network, 55 centers nationwide offer specialized expertise to small and medium sized business in local communities. Emphasis lies on developing export capabilities in businesses that have not previously engaged in exporting. For information, visit the website at www.usatrade.gov/dec.

- **Small Business Administration—Office of International Trade**

The SBA helps small businesses participate in international trade through this office, which publishes reports and guides for interested small businesses, hosts an Internet service for internationally trading small businesses, provides loans and loan guaranties for exporters, and sponsors events on the themes of small businesses and international trade. Three international loan programs run through this office: the Export Working Capital Program, the International Trade Loan Program, and the SBA Export Express. Additional information about these programs and about trade-related SBA publications is available online at <https://www.sba.gov/oit> or by e-mailing christopher.eskelinen@sba.gov.

- **Export Legal Assistance Network (ELAN)**

This is a nationwide group of private law firm attorneys that provides free initial consultation to businesses new to exporting. It can be accessed through several SBA programs, or by calling 1-800-U-ASK-SBA. For additional information, e-mail jkessler@porterwright.com or visit the website at www.fita.org/elan.

2. Export Financing

A wide variety of federal funding opportunities exist for firms interested in exporting. The following programs offer funding opportunities for exporting firms.

- **Export Financing Hotline**

This hotline provides information on the various financing options available through the federal government. Questions of all kinds are welcome. The hotline phone number is 1-800-565-3946. For more information about the hotline, send e-mail to bdd@exim.gov or visit the website at <http://www.exim.gov>.

- **Regional Offices of the Export-Import Bank**

These offices provide services to businesses interested in Export-Import Bank programs. The office located nearest to the Second Congressional District is located in Chicago at

55 W. Monroe Street, Suite 2440
Chicago, IL 60603
312-353-8081

- **Export-Import Bank's Working Capital Guarantee Program**
Directed at small- and- medium-sized businesses, this program helps obtain pre-export financing from commercial lenders. The Export-Import Bank will guarantee 90% of the principal and interest. For information, contact Jerry Solomon at 202-565-3904.
- **Export-Import Bank's Credit Insurance**
This insurance covers political and commercial risks on export receivables. Several kinds of insurance, aimed at several different groups, runs through this program. A small business policy targets firms with few exports and those just beginning to export. The umbrella policy works with commercial lenders and export trading companies. The bank letter of credit policy insures U.S. banks dealing with foreign banks. The multi-buyer policy insures exporters' short-term export credit sales. Other programs focus on leasers and different types of receivables. For more information, call 202-565-3900.
- **Direct Loans and Guarantees**
This program extends direct loans to foreign buyers or guarantees to financing intermediaries for credit-worthy entities that purchase U.S. capital goods or services. The loans and guarantees offer protection to finance sources against payment default for political or commercial reasons. The program also supports environmental exports. Additional information is available online at www.exim.gov or by calling 202-565-3900.
- **Limited Recourse Project Finance Program**
This financing program provides financing for projects that are dependent on the cash flows of the project for repayment, not on recourse to a foreign government, financial institution, or established corporation. Its financing options include combinations of direct loans, political risk-only coverage, or comprehensive guarantees for commercial bank loans. To find out more, contact Kristine Wood at 202-565-3913 or look at the website, www.exim.gov.
- **Export Finance Matchmaker**
The Matchmaker software uses the Internet to match U.S. exporters with sources of export funding or risk mitigation. To find out more, contact John R. Shuman at the Office of Finance at 202-482-3050 or via e-mail at John_Shuman@ita.doc.gov. Or go to the website at www.trade.gov/efm.
- **Overseas Private Investment Corporation (OPIC) Automated Information Line**
The Overseas Private Investment Corporation (OPIC) also provides assistance with overseas trade. OPIC is committed to helping America's

small businesses grow through investment in emerging markets around the world. U.S. companies with annual revenues less than \$250 million are eligible for OPIC's small business programs.

Small business projects eligible for OPIC's support include:

- ❖ New investments, privatizations, expansions, modernizations
- ❖ Formation of a new branch office, sales office, or service center
- ❖ Warehousing or small assembly operations
- ❖ Contracting to provide constructions, advisory, or technical assistance services, and exporting equipment

The automated information line provides helpful guidance in navigating OPIC's many services. The hotline phone number is 202-336-8799. Additional help is online at www.opic.gov.

- **Feasibility Studies**

The federal government supplies grants for feasibility studies and other project-planning activities for major projects in developing and middle-income countries. For information, call 703-875-4357 or visit the website at www.tda.gov.

- **Definitional Missions**

If the U.S. government receives a request to fund a major study for a new project, a consultant can visit the country and discuss it with project sponsors. Consultants will go on definitional missions for small businesses only. For more information, call 703-875-7447 or contact Della Glenn via phone at 703-875-4357, via fax at 703-875-4009, or via e-mail at info@tda.gov. Information can also be found at the website, www.tda.gov

3. Industry-Specific Assistance

The following groups and programs provide guidance and information to exporters based on the type of business in which the exporter is involved.

- **Trade Development Industry Officers**

This group delivers industry analysis and trade policy support to small-to-medium-sized businesses. It offers advocacy support, access to public/private partnerships, enhanced competitiveness, information on trade events, and statistical data about international trade. Services offered apply to many types of exports, including service industries, e-

commerce, and metals. For more information, visit the website at <http://www.trade.gov/tradestats> or <http://www.trade.gov/TDFrameset.html>.

- **Major Projects Assistance**

Project managers for major transportation, power, industrial, and telecommunications projects coordinate government assistance for U.S. firms competing for overseas contracts, provide counseling, and organize contracts. For additional information, call 202-482-4436 or visit the website at <http://www.trade.gov/infrastructure>.

- **Technical and Trade Assistance**

Sponsored by the Department of Transportation, this program pursues the harmonization of safety and construction standards abroad to ensure that U.S. companies are not at a competitive disadvantage. It promotes policies that enhance U.S. industry access to foreign markets. For more information, contact (depending on the relevant type of export):

James A. Treichel, Maritime Administration, (202) 366-5773, fax (202) 366-3746, e-mail: James.A.Treichel@marad.dot.gov

Lisa Randall, Bureau of Transportation Statistics, (202) 366-6660, fax (202) 366-3640, e-mail: lisa.randall@bts.dot.gov

Marianna Rizzo, Federal Highway Administration, (202) 366-0111, fax (202) 366-9236, e-mail: Marianna.rizzo@fhwa.dot.gov

Ted Krohn, Federal Railroad Administration, (202) 493-6415, fax (202) 493-6401, e-mail: ted.krohn@fra.dot.gov

Rita Daguiard, Federal Transit Administration, (202) 366-0955, fax (202) 366-3765, e-mail: rita.daguiard@fta.dot.gov

- **FDA Export Certificates for U.S.**

Many foreign customers require exported human drugs and biological products, animal drugs, and medical devices. To receive one, a business must submit an application. For more information, visit the website at <http://www.fda.gov>. For additional information about exporting human drugs, call the Center for Drug Evaluation and Research at 301-594-3150. For additional information about biologics, contact the Center for Biologics Evaluation and Research at 301-827-6201. For more information about medical devices, contact the Center for Devices and Radiological Health at the Office of Compliance Information Processing, HF7-307, 9200 Corporate Blvd., Rockville, MD, 20883.

4. Agriculture and Export Financing

The following industry-specific federal government programs specifically target the agricultural sector.

- **U.S. Trade Assistance and Promotion Office**

This office serves as the first point of contact for businesses needing information on foreign markets for agricultural products. It supplies export counseling at foreign market data to interested companies. For information, contact Leslie Burket at the Trade Assistance and Promotion Office at 202-720-742- or 202-720-9509. Or, send e-mail to either of the following addresses: tapo@fas.usda.gov or outreach@fas.usda.gov. The website also has information at www.fas.usda.gov.

- **AgExport Connections**

The AgExport Action Kit provides information to U.S. businesses on the different export programs available from AgExport Connections. For a copy, call 202-720-7103 or go to the website at <http://www.fas.usda.gov/agexport/exporter.html>. AgExport Connections sponsors four basic services for U.S. producers of food, farm, forest, and seafood products:

- ❖ **Trade Leads**

This is a database of foreign trade information for agri-exporting. Contact Sharon Claggett at claggets@fas.usda.gov or 202-690-3416.

- ❖ **Buyer Alert**

This biweekly newsletter allows agricultural exporters to introduce food, farm, and seafood products to foreign buyers at \$15 per announcement. The newsletter serves 20,000 potential buyers in 65 countries. Contact Linda Conrad at conrad@fas.usda.gov or call 202-690-3421.

- ❖ **Foreign Buyer Lists**

These lists contain detailed contact information on more than 23,000 importers of food, farm, forest, and seafood products in 85 countries. Contact Sharon Claggett at claggets@fas.usda.gov.

- ❖ **U.S. Supplier Lists**

This database of 4,000 firms provides information for the sourcing of U.S. food, farm, seafood, and forest products for export. Contact Linda Conrad at Conrad@fas.usda.gov.

- **National Agricultural Library**
This library serves as a repository of informational resources on agricultural marketing and trade. Firms can also contact the Library with individual questions and receive customized assistance. In addition, the library offers special help with AGRICOLA, the agricultural online database. To access the library, call 301-504-5755 or e-mail agref@nal.usda.gov or visit the website at www.nal.usda.gov.
- **Economic Research Service**
This service provides in-depth economic analysis on agricultural economies, trade policies of foreign countries, world agricultural trade and development issues. It also produces regional and commodity reports, bulletins, and updates. To find out more, contact John Dunmore, Deputy Director of the Market and Trade Economies Division at 202-694-5204 or at jdunmore@ers.usda.gov. Online access to the service is available at <http://www.ers.usda.gov>.
- **Rural-Business Cooperative Service**
This service researches cooperative involvement in international trade and provides trade-related technical assistance to U.S. farm cooperatives. To access the findings, contact Tracy Kennedy at the International Trade Program at 202-690-1428 or e-mail tkennedy@rdasun2.rurdev.usda.gov.
- **Office of Shipper and Exporter Assistance**
This office provides assistance to new and experienced exporters interested in sending products abroad “on time, in good condition, and at the lowest cost.” Interested shippers should contact Jim Caron at jim.caron@usda.gov or at 202-690-1304. Information can also be found online at www.ams.usda.gov/tmd/tmdsea.htm.
- **Transportation Publications and Resource Guidance**
These publications give information on how agricultural exporters use transportation resources. For example, one of the publications is a weekly grain newsletter. To access the publications, call Jim Caron at 202-690-1304 or e-mail jim.caron@usda.gov.
- **Agricultural Export Credit Guarantee Programs**
These programs offer protection for default on repayment of credit extended for export sales transactions. Several different programs operate under the auspices of this office:
 - ❖ **GSM-102 Export Credit Guarantee Program and GSM-103 Intermediate Export Credit Guarantee Program**
These two programs underwrite credit extended by the private banking sector in the U.S. to approved foreign banks. To

become involved, contact L.T. McElvain at 202-720-6211 or via e-mail at McElvain@usda.gov.

❖ **Supplier Credit Guarantee Program**

This program gives guarantees on portions of U.S. exporters' open account receivables. For more information, contact Penny Stevenson at 202-720-8639 or at StevensonP@fas.usda.gov.

❖ **Facility Guarantee Program**

This program supplies guarantees for the sale of manufactured goods and services to establish overseas agribusiness facilities. To find out more, contact William Hawkins at 202-720-3241 or at HawkinsW@fas.usda.gov.

• **Market Access Program**

Aimed at agricultural, fish, and forestry products, this program help to finance both brand and generic promotional activities in addition to other market-building activities. Agricultural trade organization, cooperatives, state departments of agriculture, and small businesses can all apply for financing. To find out how to apply, contact the Marketing Operations Staff at 202-720-4327 or visit the website at <http://www.fas.usda.gov/mos/programs/mapprog.html>

5. Country-Specific Assistance

Many of the federal government's programs for exporters operate for trade dealing with specific countries or organize their information based on a country-specific system.

• **Business Information Service for the Newly Independent States (BISNIS)**

This service acts as a government resource for commercial information on the Newly Independent States of the former Soviet Union. It also publishes a monthly newsletter called the BISNIS bulletin. Several programs operate under the auspices of BISNIS:

❖ **Search for Partners Program**

Search for Partners finds companies located in the Newly Independent States interested in long-term cooperation with U.S. businesses and organizes matches between the countries.

❖ **Trades and Tenders Program**

This program provides companies with sales and procurement opportunities abroad.

- ❖ **FinanceLink**

This organization links U.S. exporters seeking to finance a transaction in the Newly Independent States with U.S. based finance providers.

For more information about these and other programs, visit the website at bsisnis@its.doc.gov.

- **Central and Eastern Europe Business Information Center (CEEbic)**

CEEbic helps U.S. businesses interested in expanding into Central and Eastern European markets. It publishes a Central and Eastern European Commercial Update, and each week, it sends out an e-mail update on related issues. Its website, CEEbicnet, contains recent commercial and economic information about the region.

- **U.S. Embassies and Consulates**

Commercial and economic staff at embassies provide firms with political and economic briefings about the countries where the embassies are located. These include advice on the business culture and practices of the host countries. In addition, Foreign Service Officers at the embassies can offer helpful information. Information is available online at <http://usinfo.state.gov>.

- ❖ The Foreign Agricultural Service, also affiliated with the State Department, maintains more than 60 overseas offices to represent interests of U.S. agriculture abroad and collects information relevant to agricultural trade. To contact this office, visit the website at <http://www.fas.usda.gov>.

- **U.S. Commercial Centers**

These highly integrated business networks, located in centers overseas house state export development agencies, industry associations, government agencies, and other strategic partners. The Centers can help with the following:

- ❖ Tracking down business deals
- ❖ Closing deals with the help of government advocacy
- ❖ Exploring market conditions and local business practices
- ❖ Finding reliable business partners
- ❖ Staging technical seminars
- ❖ Launching new products and services
- ❖ Setting up offices

To find contact information for the centers, visit www.usatrade.gov.

6. Trade Contact and Market Research Programs

Many federal government programs for exporters connect American businesses with possible business partners abroad. These programs can often provide information about these partners as well as more general information about foreign markets.

- **U.S. International Trade Commission**

The Commission aims to fairly administer U.S. trade laws and advise the President on trade-related issues. It also publishes trade statistics and extensive trade-related educational material including two periodicals, the *Industry, Trade, and Technology Review* and the *International Economic Review*. To access this information, contact edu@usitc.gov.

- **Office of Trade and Economic Analysis**

At this office, U.S. firms can find a broad range of U.S. foreign trade data to help clarify foreign markets. The office also puts out several major publications, including *U.S. Industry and Trade Outlook*. For more information, contact Jeffrey Lins at 202-482-5145 or e-mail jeffrey_lins@ita.doc.gov or visit the website at <http://www.trade.gov/tradestats>

- **STAT-U.S.A. Electronic Information Products**

This is the federal government's premier office for the publication of market information, trade leads, and other trade-related data. Information is available online at www.stat-usa.gov. Several programs operate through this office:

- ❖ **National Trade Data Bank**

The Bank is a one-stop source for export promotion and international trade data collected by more than 40 U.S. government agencies. Access to the data costs \$175 a year at www.stat-usa.gov or \$575 a year on CD-Rom.

- ❖ **STAT-U.S.A.**

This database contains extensive information about market research, trade leads, export information, and procurement opportunities. To access the information, firms must pay \$175 a year at www.stat-usa.gov.

- ❖ **U.S.A. Trade Online**

This service gives U.S. export and import data for 18,000 commodities worldwide. The data is available online at www.stat-usa.gov for \$300.00 a year.

- **International Partner Search**
This program offers a customized search that identifies well-matched agents, distributors, licensees, and strategic alliance partners for U.S. companies for a fee of \$600.00. For information, visit the website at www.usatrade.gov
- **Gold Key Service**
This custom-tailored service aimed at U.S. firms visiting a country for the first time helps develop market strategies for the country, introduces firms to pre-screened potential partners, briefs the firm on the country's business practices, and provides interpreters. This service costs \$150-\$700 for the first day in a country. Additional information is available online at www.usatrade.gov.
- **Platinum Key Service**
This service addresses firms' long-term exporting needs such as entering a new market or lowering a trade barrier. For information, see the website at www.usatrade.gov.
- **Flexible Market Research**
This service responds in a customized, timely manner to firm questions and issues related to a client's product or service. Topics include overall marketability, key competitors, price of comparable products and others. To access the service, visit www.usatrade.gov.
- **International Company Profile**
For a fee of \$500, companies can use this program to check the reliability, reputation, and financial status of a prospective trading partner. In addition, companies can obtain detailed answers to specific questions via this program. More information is available online at www.usatrade.gov.
- **Videoconferencing Programs**
The federal government runs several videoconferencing programs directed at facilitating international trade. These include:
 - ❖ **Virtual Matchmaker**
The virtual matchmaker allows companies to meet and talk face-to-face with pre-screened partners from other countries via videoconferencing.
 - ❖ **Video Gold Key**
This program allows companies to get help in identifying and meeting with qualified international partners. The program will provide 3-5 scheduled meetings with prescreened business partners as well as trade briefings—all via videoconferencing.

❖ **Video Market Briefings**

Via videoconferencing, firms can receive time-sensitive customized market briefings followed by question-and-answer sessions with qualified professionals.

To learn more about these videoconferencing options, visit the website at www.usatrade.gov.

- **Commercial News, U.S.A.**

This catalog/magazine contains advertisements of U.S. products and is distributed to over 400,000 potential buyers and partners in 45 countries. For information about how to advertise, call 212-490-3999 or visit the website at www.cnewsusa.com.

- **E-Expo U.S.A.**

This virtual trade show/online catalog showcases U.S. products and services across a broad array of industries. Products receive worldwide exposure 24 hours a day, 7 days a week, 365 days a year. In addition, firms may receive assistance with promoting products online, financing, packaging, business protocols, customs and other logistics of export. Information is available on the Internet at <http://e-expousa.doc.gov>.

- **MyExports.com**

At this website, U.S. firms can register their business profile for free (<http://www.myexports.com>) Firms get an online and print listing along with assistance in finding export companies, freight forwarders, and other service firms. For information about signing up, visit the following website: <http://www.trade.gov/oetca> or call 1-877-390-2629.

- **Trade Mission Online**

Foreign firms may access this searchable database of U.S. small businesses wishing to export their products. The database facilitates small business access to international sales, franchising, joint ventures, and licensing. To register, go to <http://www.sba.gov/tmonline>.

- **Trade Opportunity Program**

This program provides companies with current sales leads from international firms seeking to buy or represent their products and services. These leads appear online and in a published newsletter. More information can be found online at <http://www.stat-usa.gov>.

- **Top Targets for Trade Promotion**

This program highlights outstanding foreign markets for American industry and calls attention to individual market sectors that would be good targets

for increasing U.S. exports. For more information, contact Alan O. Maurer at 202-282-3486 or visit the website at <http://tradeinfo.doc.gov>

- **Export America**

The official export magazine of the Department of Commerce, *Export America* offers exporting advice to small-and-medium-sized enterprises including counsel on regional developments, country-and-industry-specific opportunities, trade events listings, technical assistance, and online marketing tips. To subscribe to the magazine, call 202-482-3809 or visit <http://exportamerica.doc.gov> or send e-mail to Export_America@ita.doc.gov.

- **Webcast Library**

This online series of videostreamed seminars offers briefings on current international business topics. For information, visit <http://www.usatrade.gov/webcasts>.

- **International Data Base**

An international programs center compiles and maintains up-to-date global demographic and social information for all countries in the International Data Base. For more information, contact Peter Johnson or Pat Dickerson at the Information Resources Branch at 3010-457-1403. Or send e-mail to peterj@census.gov or visit the website at www.census.gov/ipc/www/idbnew.html.

- **Export and Import Trade Data Base**

This database contains U.S. export and import statistics tracked by the mode of transportation and district of entry or exit. Additional information on this topic is available for a fee of \$1200 per year. For information, contact the Data Dissemination Branch at 301-457-2311 or go to http://www.census.gov/foreign_trade/www.

- **National Export Directory**

This directory supplies the agency titles, addresses, and telephone numbers of many trade contacts. It also lists federal offices that deal with trade. To access the directory, go to the website at www.usatrade.gov/dec.

- **International Trade Documentation Database**

This database allows firms access to over 15,000 references to information regarding international trade. Journal entries and reports arranged by journal name and industry sector provide information about many trade-related topics. To work with the database, visit the website at www.usatrade.gov/dec.

- **Information Center at the Office of Telecommunications Technology**

The Office lists market information, regional reports, policy summaries, and general information for those who want to trade in the telecommunications industry. For access to the information, visit the website at <http://infoserv2.ita.doc.gov/ot/>.

7. Trade Promotion Events

The federal government sponsors many trade events at which international traders can gain exposure to markets as well as additional forms of assistance. The following programs are of this type.

- **Trade Show Outreach**

Through this program, firms can obtain on-the-spot export assistance. Assistance goes to firms who participate in certain domestic industry exhibitions and conferences each year. For information about how to participate, send e-mail to tic@ita.doc.gov.

- **ShowTime**

This service brings together commercial service experts from key markets around the world to advise U.S. participants in trade shows. For information, visit www.usatrade.gov.

- **Product Literature Centers**

These centers display U.S. company product literature through exhibits in international trade shows. In particular, the centers work with small-and-medium-sized businesses to help them find low-cost and efficient ways of distributing information. Information is available online at www.usatrade.gov or at U.S. embassies.

8. Special Market Access and Technical Assistance

Some federal government programs for exporters focus on helping exporters gain access to foreign markets and navigate the trade regulations and policies impacting foreign trade. The following programs provide assistance in this area.

- **Bureau of Export Administration's Export Counseling Division**

This office counsels exporters on their obligations under the Export Administration Regulations and their licensing requirements. It also issues general fact sheets with frequently asked questions. The division can be

contacted with the following information:

Bureau of Export Administration
Export Counseling Division
Room 2705
14th St. and Pennsylvania Ave, NW
U.S. Department of Commerce
Washington D.C., 20230
Phone: 202-482-4811

The Midwestern office is located at:

2400 E. Devon St.
Suite 300
Des Plaines, IL 60018
312-353-6640

- **Advocacy Center**

The Center coordinates actions of government agencies involved in international trade that are trying to 'level the playing field for U.S. exporters.' The Center aims to ensure that overseas competition between U.S. and foreign trade is fair towards U.S. goods. For information, call 202-482-3896 or send a fax to 202-482-3508 or visit the website at www.trade.gov/td/advocacy.

- **Market Access and Compliance Officers**

These professional staff members develop strategies to overcome trading obstacles that U.S. businesses face abroad. They help conduct trade negotiations, monitor foreign country compliance with trade agreements, and ensure that U.S. firms know how to use market-opening agreements. To find out more, call 1-800-872-8723 or see the website at <http://www.mac.doc.gov>.

- **Trade Remedy Assistance Office**

This office provides technical assistance to eligible small businesses seeking relief under the trade laws. For information, contact the:

U.S. International Trade Commission
500 E Street SW
Washington, D.C. 20436
Phone: 202-205-2000
Phone: 1-800-343-9822

- **Export Trade Certification of Review Program**

Under this program, U.S. firms can team up for exporting to gain economies of scale and other export-related competitive advantages. It

provides firms with virtual immunity from U.S. antitrust laws at state and federal levels. For more information, call 202-482-5131 or visit the website at <http://www.trade.gov/oetca>.

- **Office of the U.S. Trade Representative**

This office provides information to exporters confronted with problems in the implementation of trade agreements. To receive assistance (depending on the relevant industry sector), contact James Murphy at the Office of Agricultural Affairs at 202-395-6127 or Gordona Earp at the Office of Industry at 202-395-5656 or Joseph Papovich at the Offices of Services, Investment, and Intellectual Property Rights at 202-395-4510 or Don Johnson at the Office of Textiles at 202-395-3026 or Jane Bradley at the Office of Monitoring and Enforcement at 202-395-3582. Information can also be found online at <http://www.ustr.gov>.

- **WTO/GATT Hotline and EU Hotline**

By calling these hotlines, companies can receive information about foreign standards, technological regulations, and certification requirements. The National Institute of Standards and Technology maintains this hotline with the latest notifications of proposed international regulations that may affect trade. To find out more, call 301-975-4040 or send a fax to 301-926-1559. The hotlines themselves are 301-975-4041 (WTO/GATT hotline) and 301-921-4164 (EU hotline). Similar information can be found online at <http://ts.nist.gov/ts/htdocs/210/217/217.htm>.

- **Office of Commercial and Business Affairs**

Run by the Department of State this office works with business representatives to help them tap into State Department resources including advocacy, troubleshooting, market access support, and engaging in dialogue with business leaders. For more information, contact Sandra Willett Jackson at 202-647-1625 or visit the website at http://www.state.gov/www/about_state/business.

- **Office of Bureau of Economic and Business Affairs**

Also run by the Department of State, this office is in charge of developing U.s. foreign economic policy. To learn more about its activities, call 202-647-6985 or fax inquiries to 202-647-5713 or visit its website at <http://www.state.gov/www/issues/economic/index.html>.